



U.S. Department of Justice  
**Federal Bureau of Prisons**  
Federal Detention Center  
Honolulu, HI 96819

OPI: Correctional Services  
Number: HON 5267.07B  
Date: March 31, 2005  
Subject: Visiting Regulations

## Institution Supplement

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1. **PURPOSE.**

To provide specific guidelines for implementation of Program Statement 5267.07, Inmate Visiting Regulations, dated April 14, 2003. This supplement includes regulations for the Special Housing Unit.

2. **DIRECTIVES AFFECTED.**

A. **DIRECTIVES RESCINDED**

IS HON 5267.07, Visiting Regulations (09/11/2003)

B. **DIRECTIVES REFERENCED**

PS 5267.07, Visiting Regulations (4/7/2003)

PS 5500.09, Correctional Services Manual (10/10/2003)

PS 7331.04, Pretrial Inmates (1/31/2003)

3. **STANDARDS REFERENCED.**

- A. American Correctional Association, 3<sup>rd</sup> Edition, Standards for Adult Local Detention Facilities: 3-ALDF, 3D-17, 4A-01, 5D-10, 5D-11, 5D-12, 5D-15, 5D-16.

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DISTRIBUTION: Executive Staff, Department Heads, WRO, AFGE.

4. PROCEDURES.A. Visiting Area:

- (1) General Population Visiting Room: All regular visits not requiring special security measures will be conducted in the institution's Visiting Room. Separate rooms within the visiting area are provided for legal visits. These rooms will not be utilized for social visiting unless approved in advance by the Captain. All inmates will be identified by the use of their ID card prior to entering and exiting the Visiting Room. The Visiting Room Officer will maintain the inmates' ID card during the visit. These procedures will be in effect prior to the visitor departing the immediate area.
- (2) Special Housing Unit Visiting: Ordinarily, inmates housed in the Special Housing Unit (SHU) will visit in the SHU non-contact rooms. The Captain may allow contact visiting upon written request from the inmate's attorney or upon consultation with the inmate's unit team. The visit will be held during the inmate's regular assigned unit visiting times. The length of the visit may not exceed one (1) hour. Children under 18 years of age are prohibited from visiting in the unit. Ordinarily, only one visit will be conducted at any time. The Lieutenant may approve simultaneous visits under unusual circumstances. Inmates will be visually searched and scanned with a hand-held metal detector at the completion of the visit.

B. Visiting Hours: Social visitation hours are as follows:

Sunday	6:30 a.m.- 8:30 a.m.	Unit 4a & 4b
	9:15 a.m.- 11:15 a.m.	Unit 3a
	12:00 p.m. - 3:00 p.m.	Cadre 3a Female
	5:00 p.m.- 8:00 p.m.	Cadre 3b Male
Monday	6:30 a.m.- 1:30 p.m.	Unit 3a
	2:30 p.m.- 5:30 p.m.	Cadre 3b Male
	6:00 p.m. - 9:00 p.m.	Cadre 3a Female
Tuesday	6:30 a.m.- 1:30 p.m.	Unit 6a & 6b
	2:30 p.m.- 5:30 p.m.	Cadre 3a Female
	6:00 p.m.- 9:00 p.m.	Cadre 3b Male
Wednesday	6:30 a.m.- 1:30 p.m.	Unit 4a & 4b
	2:30 p.m.- 5:30 p.m.	Cadre 3b Male
	6:00 p.m.- 9:00 p.m.	Cadre 3a Female

Thursday	6:30 a.m.- 1:30 p.m.	Unit 5a & 5b
	2:30 p.m. - 5:30 p.m.	Cadre 3a Female
	6:00 p.m.- 9:00 p.m.	Cadre 3b Male
Friday	7:00 a.m.-8:00 p.m.	Legal/Atty.
	2:30 p.m. - 5:30 p.m.	Cadre 3a Female
	6:00 p.m.- 9:00 p.m.	Cadre 3b Male
Saturday	6:30 a.m.- 8:30 a.m.	Unit 5a & 5b
	9:15 a.m.-11:15 a.m.	Unit 6a & 6b
	12:00 p.m.-3:00 p.m.	Cadre 3b Male
	5:00 p.m. - 8:00 p.m.	Cadre 3a Female
Holidays	6:30 a.m.- 8:30 a.m.	Unit 5a & 5b
	9:00 a.m.-11:00 a.m.	Unit 3a
	11:30 a.m.-1:30 p.m.	Unit 6a & 6b
	2:00 p.m.- 4:00 p.m.	Unit 4a & 4b
	5:00 pm - 7:00 p.m.	Unit 3b male cadre
	7:30 p.m. - 9:30 p.m.	Unit 3a female cadre

A visiting schedule will be posted in the front lobby and on each housing unit bulletin board. In accordance with Visiting Regulations, unit team staff will compile a visiting list for each inmate assigned to their units.

- C. Frequency of Visits & Number of Visitors: Inmates will be allowed a one (1) hour visit at prescribed times during the weekend/holiday visiting schedule. Inmates will be allowed a single two (2) hour visit on prescribed times during the weekday visiting schedules. Visitor processing will be stopped thirty minutes before each unit's scheduled ending time and prior to all official counts. Inmates will ordinarily be limited to a total of ten (10) adult visitors on their visiting list. Work cadre inmates will visit only during their prescribed times and do not have a two (2) hour limit.

Ordinarily, an inmate will be allowed up to five (5) visitors in the visiting room at a time. This limitation does not include small children who can be seated on an adult's lap.

- D. Inmate Separatees: Inmates with separatees and families of separated inmates will not be permitted in the Visiting Room at the same time. Visitation for inmates with separation assignments will be processed on a first-come, first-served basis. The remaining visitors will be processed as soon as the Visiting Room Officer notifies the Front Lobby Officer that the inmate and his/her visitors have departed.

- E. Inmates Under Medical or Psychological Care: Ordinarily, inmates under strict medical or psychological care and inmates who are being physically restrained, or in dry cell status, will not be permitted to visit. The Institution Duty Officer (IDO) or Operations Lieutenant should carefully explain the situation to the proposed visitor. Circumstances may exist in which the IDO and Lieutenant, in conjunction with the Medical or Psychology Departments, may determine that a visit may take place. The appropriate location of the visit will be determined by the consulting individuals. Inmates admitted to a community hospital for medical treatment will not be allowed social visits unless authorized by the Captain. In instances where authorization has been granted by the Captain, visitors will visit in accordance with the medical facility's schedule. Visitors will be limited to immediate family.
- F. Visitor Approval: All visitors must be approved in advance by the Unit Managers. Inmates will prepare and send a BP-S629.052, Visitor Information Form, to their proposed visitors. Unit staff will provide inmates with an appropriate number of copies of the institution's Visiting Guidelines to be sent to approved visitors. Copies of the institution's Visiting Guidelines will also be available for visitors at the reception desk with the Front Entrance Officer. The visitor must mail the Visitor Information form to the unit team. Unit staff will prepare a computerized list of all approved visitors and distribute this list to the inmate. It is the inmate's responsibility to notify the visitor that they have been approved or not approved. A visitor may not be on more than one visiting list unless the visitor is related to more than one inmate, e.g., two sons, mother and daughter, father and son, etc.

When an inmate transfers to this facility, the prior visiting list will be recognized only if the file contains the proper documentation. If the inmate's file contains no such documentation, unit team will prepare a current visiting list in accordance with policy.

Requests for unexpected visits by immediate family members not previously on an inmate's approved visiting list, will be referred to the unit team member on duty that day. If verification of an immediate family member cannot be obtained by reviewing the required documentation, the visit will not be approved. The visit must be approved or denied by the Operations Lieutenant after consulting with unit team and IDO.

- (1) Work Cadre Inmates: Inmates designated to the work cadre unit are permitted to visit with members of their immediate family, other relatives, and friends. The inmate must have known the proposed visitor(s) prior to incarceration. The Warden's approval must be obtained for exception to this rule. All prospective visitors, including immediate family members, will be required to complete a BP-S629.052, Visitor Information Form, prior to being placed on the approved visiting list.

- (2) Pre-Trial and Holdover Inmates: Pre-trial and holdover inmates are only permitted visitations by immediate family members. The Unit Manager has the discretion to permit a one (1) time visit with an immediate family member pending receipt of the completed Visitor Information Form. All visitors should submit the required documentation to the Unit Team within a reasonable time frame prior to a visit being authorized. Once all required documentation has been received, the unit team should provide the inmate with an approved visiting list within seven days.

Pretrial and holdover inmates may request a one-time special visit for a non-immediate family member if the inmate has no immediate family member capable of visiting, provides documentation of the relationship with the visitor, and documents the necessity for the special visit. These visits must be approved by the Associate Warden. Once approved, the unit team will submit a memorandum authorizing the visit to the Front Entrance Officer and Visiting Room Officer(s) ordinarily 24 hours prior to the visit. Supervision of these visits will be provided by unit staff during non-visiting hours.

- (3) Immediate Family Members: Immediate family members include mother, father, step-parents, foster-parents, brothers, sisters, spouse (including common-law spouse), children, and step-children. In order for a common-law spouse to be approved, the inmate or visitor must provide staff with adequate documentation to prove the preexisting relationship, which may include a lease with both names on it, birth certificate of couple's children, common address on driver's license, etc.
- (4) Persons with Prior Criminal Convictions: The existence of a criminal record does not itself constitute a barrier to a proposed visit. Consideration will be given to the nature, extent, and recentness of the criminal activity. Only the Warden or designee may place a person with a prior criminal conviction on a visiting list.

G. Visitor Disapproval: If a visitor has been denied visitation privileges, the unit team will submit a memo to the Associate Warden. Unit staff will update the institution computer visiting program as necessary. If the Front Entrance Officer turns away a potential visitor, the officer must contact the Operations Lieutenant and the IDO.

H. Visitor Identification: All visitors over the age of 18 must present a valid identification. Valid photo identification includes: a valid state driver's license, state issued identification, other government identification, or passport. Individuals who are 16 or 17 years old and visiting alone shall provide a photo identification prior to admission into the institution. Children under the age of 16 must be accompanied by a responsible adult and must be under adult supervision.



at all times. All visitors over the age of 18 must complete the Notification to Visitor Form, BP-S224.022 in its entirety and sign the visiting log. For children under the age of 18, a completed Visitor Information form, BP-S629.052, must be maintained by Unit Team in the central file. An alphabetized list of all approved inmate visiting lists will be kept and maintained by Unit staff for quick reference in case the Visiting Program is not available.

- I. Inter-floor Visitation: Inmates may be permitted to visit with members of their immediate family who are also incarcerated at FDC Honolulu. The inmate must submit a request for an inter-floor visit to the unit team. After the unit team verifies the relationship, a memorandum requesting the specific time and date of the inter-floor visit will be forwarded to the Associate Warden for approval.
- J. Official Counts: Visitors will not be allowed to enter or exit the visiting room during official counts. Processing of visitors will stop thirty minutes before an official count. Visiting will submit an Official Out Count Form for any inmates remaining in the visiting room thirty minutes before an official count. Inmate I.D. cards will be used for identification during out-counts.
- K. Overcrowding: During times of overcrowding, all visitors who reside on the island of Oahu are considered local visitors and will be terminated in the order in which they arrived. Once the local visitor's list has been exhausted, visitors who reside on the remaining islands of the State of Hawaii will be terminated in the order in which they arrived. This procedure will continue until the overcrowding is managed.
- L. Termination of Visits: The Captain, Operations Lieutenant, or Institution Duty Officer may terminate all visiting when there is institution emergency. Visiting may resume once the emergency has been cleared by the Captain, Operations Lieutenant, or Institution Duty Officer.
- M. Special Visits:
  - (1) Business Visitors: Only the Warden may authorize an exceptional visit of this kind in accordance with Program Statement, Visiting Regulations. The Warden may waive the requirement for the existence of an established relationship prior to confinement for business visitors.
  - (2) Consular Visitors: Such visitors will be authorized to visit with their constituents in a legal room. The consular representative is requested to provide proof of their position as well as government issued photo identification. They will complete a Notification to Visitor Form, BP-S224.022, and be processed as an institution visitor.

- (3) Visits From Representative of Community Groups: The requirement for the existence of an established relationship prior to confinement for visitors does not apply to representatives of community groups. Present or past participants in volunteer and citizen involvement programs will not be added to an inmate's visiting list without approval by the Warden.
- (4) Pastoral Visits: Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. The following processing procedures apply to ministers of record and clergy:
- (a) Minister of Record: An inmate wanting to receive visits from his or her minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will **not** count against the total number of authorized regular visitors an inmate is allowed to have on his or her visiting list, and will **not** count against the total number of social visits allowed.
- (b) Clergy: Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and **will** count against the total number of regular visits allowed. Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

N. Legal Visits:

- (1) Attorneys are encouraged to visit during regular visiting hours. Fridays are reserved exclusively for legal visits. Therefore, outside social visits will ordinarily not be permitted.
- (2) Attorneys will present a valid state bar identification card and picture identification card. Attorneys from the Office of the Federal Public Defender may, in lieu of a bar card and picture ID, present an official picture identification from the Federal Public Defender's Office.

- (3) Attorneys must complete the Notification to Visitor Form, BP-S224.022, in its entirety and sign the visiting log. Attorneys will be processed through the metal detector and will have their hand stamped before being allowed entry. If an Attorney is visiting multiple inmates on the same visit, additional inmates may be listed on the Attorney Multiple Inmate Request Form (Attachment 1).
- (4) All legal materials will be scanned and/or searched for contraband. Handbags, newspapers, magazines, portable telephones, pagers, laptop computers, Personal Digital Assistant (PDA's), food items, and non-legal materials are not permitted in the Visiting Room.
- (5) Legal visitors may take videotapes, audiotapes, CDs, and CD-ROM's received during criminal discovery into the Visiting Room. Institution playback equipment (computers, cassette players, and TV/VCR's) are provided on a first-come, first-served basis. No other audio or video playback equipment will be permitted into the institution.
- (6) Attorneys may visit with as many as many clients as they require, however, legal visits are limited to one inmate at a time. Joint defense counsel meetings (visits between verified co-defendants and their legal counsel) may only occur upon written consent from the unit team and the Associate Warden.
- (7) Anytime an attorney wishes to visit with an inmate who is represented by another attorney, the inmate's attorney must be present unless the inmate states in writing that he/she does not want the attorney to be present. This applies to co-defendant visits as well as attorney visits with inmate witnesses. The written statement should be attached and filed with the Notification to Visitor Form. Legal visits and social visits cannot be combined under any circumstances.
- (8) Attorney's assistants, law clerks, investigators, paralegals, or interpreters will not be permitted to visit until the attorney whom they assist receives prior approval from the Warden's office. Each attorney's representative must complete an Application to Enter Institution as Representative Form, BP-243. These forms may be obtained from the Front Entrance Officer, the inmate's unit team, or by contacting the Legal Department. Completed applications will be mailed to the Warden's Office. Original signatures are required for processing and hand-delivered applications will not be accepted. Review of properly submitted applications should be completed within one week.



O. Legal Materials:

- (1) Inmates may bring legal materials with them during legal visits after proper staff inspection. Unauthorized property brought to the Visiting Room area will be treated as contraband and handled in accordance with Program Statement 5580.06B, Inmate Personal Property. During the course of a legal visit, inmates are permitted to give any or all of their legal materials to their legal visitor(s).
- (2) Prior to returning to their cell, all papers in an inmate's possession will be inspected to verify that the papers are limited to legal materials and contain no contraband.
- (3) Attorneys or other persons with Special Mail privileges may leave legal material for an inmate in the legal drop box located in the entry area of the institution. All material must be in an envelope and x-ray scanned prior to depositing in the drop box. In accordance with Program Statement 5265.11, Correspondence, the envelope must be clearly marked with the attorney's name (including language that identifies that person as an attorney), the inmates' name and register number, and the following statement: "LEGAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE." Absent these markings, or if the mail is otherwise unauthorized, it will be treated as general correspondence. Attorneys or legal staff who fail to properly follow these procedures will be prohibited from further use of the drop box.
- (3) Attorneys wishing to send in electronic discovery material (i.e., audiotapes, CD ROMS, CDs, and videotapes) for their clients, must contact the institution attorney to receive authorization. Once authorized, the attorney will receive a form to complete. The original form should be included in the package with the electronic discovery material and a copy should be faxed to the institution attorney at 808-838-4510. Any unauthorized packages containing electronic discovery material will be returned to the sender.

P. Official Visitors: Department of Justice employees, state and local law enforcement agents, U.S. Court Officials, and Members of Congress will be permitted to visit upon presentation of appropriate identification. They are not required to pass through the metal detector.

Q. Visitor Attire: Visitors are expected to wear appropriate attire. The adult dress and pre-teen code is outlined below:

- No hats or scarves. This includes scarves around the neck or waist.
- No sleeveless tops, dresses, or blouses.

- No sunglasses or long hair picks
- No tube tops, midriffs, or low cut, revealing clothing.
- No tight fitting clothes. This includes lycra and spandex materials.
- No see through clothing or clothing that reveals undergarments.
- Male visitors must wear pants. No Shorts.
- Skirts or dresses must not be shorter than mid-way point between the thigh and the top of the knee. If the skirt or dress has a slit in the side, this slit must also not exceed the mid-thigh to knee restriction. No Shorts.
- Footwear is based on "Local Island Customs," e.g., flip-flops, slippers, and sandals. Some type of footwear is to be worn at all times. No wheeled shoes are allowed in the institution.
- If a sweater or jacket is worn into the visiting room, it may not be removed during the visit.

R. Searching Visitors: The Front Entrance Officer must ensure that all visitors pass through the electronic metal detector before entering the institution. In the event the metal detector becomes inoperable, a handheld metal detector may be used. Visitors requiring medical devices to enter the institution will allow the devices to be searched/screened prior to entrance. Wheelchairs will be allowed into the institution as long as staff are able to conduct a complete search of the wheelchair. The institution may provide a wheelchair for visitors to use if they do not want to have their wheelchair screened.

If a visitor is suspected of being intoxicated or under the influence of a controlled substance the Operations Lieutenant will be notified before the visitor is allowed entry into the institution.

- S. Ion Scanner: All adult visitors, including but not limited to inmate attorneys, contractors, volunteers, may be subject to testing through the Ion Spectrometry Program in accordance with Program Statement 5220.01, Ion Spectrometry Device Program. FDC Honolulu's Program Coordinator for the Ion Spectrometry Device Program is the Special Investigative Agent.
- T. Visual Searches of inmates: The Visiting Room Officer will identify the inmate using the inmate commissary and floor card and pat search the inmate prior to entering the visiting room. When the inmate Staff will again identify the inmate by the floor card, conduct a visual search, and screen each inmate, using a handheld metal detector prior to leaving the visiting room.
- U. Supervision of the Visiting Room: The Visiting Room Officer(s) will ensure that all visits are conducted in a quiet, orderly and a dignified manner. Visitations may be terminated if not conducted in the appropriate manner. Inmates will be allowed a short embrace and kiss at the beginning and end of their visit. Inmates may hold hands with their visitors during visits but their hands must be visible at all times. Any other physical contact will not be tolerated.

Visitors may purchase food, snacks, candy, etc., from vending machines located inside the Visiting Room. These items must be consumed during the visit and may not be removed from the visiting room. The inmate will not be permitted to take anything out of the Visiting Room. The inmate and visitors may NOT share food items, i.e., soda, chips, etc. Visitors are limited to ten dollars (\$10) per adult person and are required to have the necessary change for the vending machines. Vending machines only accept change or one dollar bills.

Packages, handbags, pagers, cellular telephones, and other items are not permitted in the Visiting Room. Visitors may lock these items in the lockers in the Front Lobby. Items for infant needs (two diapers, one pacifier, one sealed bottle with contents, and one blanket) are permitted but must be inspected for contraband prior to entrance into the Visiting Room. All medication, except that which is life supporting, is prohibited from the visiting area. Prescribed medications that is life supporting must be declared at the front entrance and will be kept at the officers' station in the Visiting Room.

- V. Inmate Personal Property: Inmates are prohibited from receiving any item(s) from a visitor. They are only authorized to take into the visiting room, one wedding band, one religious medal, approved religious head gear, any medically approved device(s), one pair of prescription eyeglasses, and legal documents for legal visits.
- W. Inmate Visiting Attire: Inmates entering the visiting area will be dressed in institutional clothing including institution-issued shoes. Shoes purchased in the commissary will NOT be allowed in the visiting room. Socks must be worn with any style of shoes. Inmates will be required to tuck in shirts with tails, but smock style shirts need not be tucked in. All other attire is be prohibited.



Joe Keffer, Warden

FDC HONOLULU, HI  
ATTORNEY MULTIPLE INMATE REQUEST FORM

This form is an attachment to the BP-224 form and is to be used by Attorneys requesting to meet more than one inmate for legal visits. The Front Lobby Officer is to check the separation roster and circle the appropriate status of each inmate.

Name	Number	Unit	Separation Status (Circle One)
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO

Date: \_\_\_\_\_

Officer: \_\_\_\_\_



U.S. Department of Justice  
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Federal Detention Center  
Honolulu, HI 96819

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### FDC HONOLULU VISITOR GUIDELINES

The following information is provided to familiarize you with our visiting procedures. Following these guidelines should help shorten your in processing time.

Social visits are scheduled seven days a week including holidays, according to an inmate's housing unit. A detailed schedule is attached.

Ordinarily, pre-trial inmates may visit an individual on his or her approved visiting list. Persons on a visiting list may include immediate family members. Immediate family members include mother, father, step-parents, foster-parents, brothers, sisters, spouse (including common-law spouses), children, and step-children. Cadre inmates may have approved friends on their visiting list.

All children under the age of 16 must be listed on the approved visiting list and accompanied by an approved adult visitor. A friendship with an inmate must be verified and approved prior to that friend being placed on an approved visiting list.

The inmate is required to initiate the verification process and is responsible to notify all visitors that they are on his or her visiting list. An inmate will mail a Visitor Information Form. If they wish to be on the visiting list, all potential visitors should complete the form and return it through the mail to a member of the unit team. Please do not mail the completed form to the inmate. Ordinarily, inmates are not allowed to have visitors who are listed on another inmates visiting list.

There are parking spaces designated for the convenience of inmate visitors. Please utilize these parking spaces during visits. Persons not visiting are not authorized to remain on FDC Honolulu Property. Pets are also prohibited, except for trained seeing eye dogs. A pay phone is located in the front entrance for visitors, if needed, to arrange for transportation after a visit. Cell phones and other unauthorized items should be kept in the vehicle and not brought to the lobby. All visitors should bring photo identification such as a valid state drivers license, state issued identification, government identification, or passport.

All visitors must pass through an electronic metal detector before entering the institution. Bib overalls, excessive jewelry or under-wire bras may impede this process. Electronic devices such as cell phones, pagers, and car alarms are not permitted in the institution. Each adult visitor may bring ten dollars in coins for use in machines. Visitors may not bring food, beverages, or gifts into the visiting room.

All social adult visitors may be subject to a non-intrusive Ion drug scan prior to being allowed to visit. It will detect more than causal contact with a controlled substance. Refusal to take the test or a positive test may result in loss of visiting privileges. Length of loss of privileges will be determined by the number of positive tests on an individual. Loss of privileges may range from 48 hours to permanent loss of visiting privileges. If a visitor is suspected of being intoxicated or under the influence of a controlled substance the Operations Lieutenant will be notified before the visitor is allowed entry into the institution.

Inmates are not allowed to bring any personal items into the visiting room. Inmates and visitors may not share food items.

Visitors are expected to wear appropriate attire. The adult, dress code is outlined below:

No hats or scarves. This includes scarves around the neck or waist.

No sleeveless tops, dresses, or blouses.



No sunglasses or long hair picks.  
No tube tops, midriffs, or low cut, revealing clothing.  
No tight fitting clothes. This includes lycra and spandex materials.  
No see through clothing, or clothing that reveals undergarments.  
Male visitors must wear pants. No Shorts.  
Skirts or dresses must not be shorter than mid-way point between the thigh and the top of the knee. If the skirt or dress has a slit in the side, this slit must also not exceed the mid-thigh to knee restriction. No Shorts.  
Footwear is based on customarily worn in regards to "Local Island Customs" e.g. flip flops, slippers, and sandals. Some type of footwear is to be worn at all times. No wheeled shoes are allowed in the institution.  
If a sweater or jacket is worn into the visiting room, it may not be removed during the visit.  
The dress code is designed for pre-teen through adult visitors.

Infant care items are permitted but must be inspected. Visitors with infants may take two diapers, one pacifier, one sealed bottle with contents, and one blanket into the visiting room. Breast feeding is allowed in the visiting room; however, feeding should be discrete and covered.

Due to limited space in the visiting room, only five visitors per inmate are allowed at a time. This does not include small children who must be seated on an adults lap. Visits are limited to one hour on weekends/holidays and 2 hours during the week. Physical contact between inmates and visitors is limited to an embrace and kiss at the beginning and end of each visit. No other contact is permitted. Visitors with children are responsible for providing proper supervision for the children while in the visiting room. Children may proceed to and from the play room without escort, otherwise they must be accompanied by an adult.

Legal visits should occur during scheduled times. Attorneys will present a valid state or county bar identification card and picture identification card.

FDC Honolulu is located at 351 Elliott Street. From the airport follow the signs that direct you to Nimitz Highway. At Nimitz Highway take a left and proceed to Elliott Street. Turn left on Elliott Street. You will see Hawaiian Airlines to your left on the outskirts of Honolulu International Airport. FDC Honolulu is the tall white building on your left just past Hawaiian Airlines Air Cargo. There is a bus stop in front of the institution and on the corner of Nimitz and Elliot Street.

			HOLIDAY SCHEDULE		
Sunday	6:30 a.m. - 8:30 a.m.	Unit 4a & 4b	Holidays	6:30 a.m. - 8:30 a.m.	Unit 5a & 5b
	9:15 a.m. - 11:15 a.m.	Unit 3a		9:00 a.m. - 11:00 a.m.	Unit 3a
	12:00 p.m. - 3:00 p.m.	Cadre 3a Female		11:30 a.m. - 1:30 p.m.	Unit 6a & 6b
	5:00 p.m. - 8:00 p.m.	Cadre 3b Male		2:00 p.m. - 4:00 p.m.	Unit 4a & 4b
Monday	6:30 a.m. - 1:30 p.m.	Unit 3a		5:00 pm - 7:00 p.m.	Unit 3b male cadre
	2:30 p.m. - 5:30 p.m.	Cadre 3b Male		7:30 p.m. - 9:30 p.m.	Unit 3a female cadre
	6:00 p.m. - 9:00 p.m.	Cadre 3a Female			
Tuesday	6:30 a.m. - 1:30 p.m.	Unit 6a & 6b			
	2:30 p.m. - 5:30 p.m.	Cadre 3a Female			
	6:00 p.m. - 9:00 p.m.	Cadre 3b Male			
Wednesday	6:30 a.m. - 1:30 p.m.	Unit 4a & 4b			
	2:30 p.m. - 5:30 p.m.	Cadre 3b Male			
	6:00 p.m. - 9:00 p.m.	Cadre 3a Female			
Thursday	6:30 a.m. - 1:30 p.m.	Unit 5a & 5b			
	2:30 p.m. - 5:30 p.m.	Cadre 3a Female			
	6:00 p.m. - 9:00 p.m.	Cadre 3b Male			
Friday	7:00 a.m.-8:00 p.m.	Legal/Atty.			
	2:30 p.m. - 5:30 p.m.	Cadre 3a Female			
	6:00 p.m.- 9:00 p.m.	Cadre 3b Male			
Saturday	6:30 a.m.- 8:30 a.m.	Unit 5a & 5b			
	9:15 a.m.-11:15 a.m.	Unit 6a & 6b			
	12:00 p.m.-3:00 p.m.	Cadre 3b Male			
	5:00 p.m. - 8:00 p.m.	Cadre 3a Female			

## FDC HONOLULU VISITOR TRACKING

DATE: \_\_\_\_\_

[illegible]

**INMATE PROPERTY FORM**

DATE: \_\_\_\_\_

VISITING OIC: \_\_\_\_\_

Name	Reg #	Qtr.	Time In	Time Out	Item

- 1) **LEGAL PAPERS**
- 2) **RELIGIOUS**
- 3) **RING WHITE/YELLOW**
- 4) **GLASSES**
- 5) **SNEAKERS (note type)**
- 6) **HAIR TIES**
- 7) **OTHER**